



**SURGICAL NURSE II,
CORRECTIONAL FACILITY**
Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: **January – June and July – December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678) to:

By mail with:	or	In person with:
Department of Corrections and Rehabilitation Selection Services Section P.O. Box 942883 Sacramento, CA 94283-0001 (916) 322-2545		Department of Corrections and Rehabilitation Selection Services Section 1515 “S” Street, Room 522-N Sacramento, CA 95814 (916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

**HOW TO APPLY AT
SAN QUENTIN STATE
PRISON ONLY** Applicants interested in employment at San Quentin State Prison may file their application by mail or apply in person at the below address between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. For questions regarding the examination process, contact the Delegated Testing Officer at (415) 455-5021.

**San Quentin State Prison
Attn: Delegated Testing Officer
San Quentin, CA 94964**

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited as well as cell phones.

**APPLICATION
DEADLINE/
REQUIREMENTS** Applications will be accepted and processed continuously. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

SALARY RANGE(S) **Salary for Adult Institutions as of September 1, 2006**

\$7,653.00 - \$9,303.00 per month - This salary range includes pay increases approved by the United States District Court and applies **only** to Surgical Nurse II, CF appointed to San Quentin State Prison, Salinas Valley State Prison and the Correctional Training Facility.

\$6,942.00 - \$8,438.00 per month - This salary range includes pay increases approved by the United States District Court and applies to Surgical Nurse II, CF appointed to all Adult Institutions and Division of Correctional Health Care Services, except San Quentin State Prison, Salinas Valley State Prison and the Correctional Training Facility.

Additional bonuses are offered at Adult Institutions as indicated below:

- \$1,500 one-time payment upon completion of one (1) qualifying pay period (applies to those appointed new to state service on or after 1/01/03).
- \$1,500 one-time payment upon completion of six (6) consecutive qualifying pay periods (applies to those appointed new to state service on or after 1/01/03).
- \$1,000 one-time payment upon completion of 18 consecutive qualifying pay periods (applies to those appointed new to state service on or after 1/01/03).

Base Salary (as of July 1, 2006)

Range A: \$5,191.00 - \$6,121.00 per month
Range B: \$5,656.00 - \$6,682.00 per month (with inmate supervision)

Alternate Range Criteria
Range A: This range shall apply to incumbents who do not meet the criteria for payment in Range B.
Range B: This range shall apply to incumbents in positions approved by the Department of Personnel Administration's and the State Personnel Board's staff as having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates, wards or resident workers who substantially replace civil service employees for a total of at least 173 allocated hours of inmates', wards', or resident workers' time per pay period. This range may also apply to employees in positions approved by the Department of Personnel Administration's staff as having direct supervisory responsibility over incumbents who meet the conditions stated above. Exception: Employees in classes that are eligible for the Institutional Worker Supervision Pay (IWSP) Differential shall not be eligible for Alternate Range B.

BENEFITS	<ul style="list-style-type: none">• Deferred Compensation Plans (Savings pool, 401k and 457 plan)• \$100 monthly Bilingual Differential Pay• 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)• 75% Reimbursement of Public Transit Passes, \$65 maximum per month• Flexible work hours (Management discretion)• Pre-tax parking (Where applicable)• Fourteen (14) paid holidays• Generous paid vacation/sick leave or annual leave• Jury duty/military/bereavement leave• Health, Dental, Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)• Pre-retirement death benefit• Dependent Care Program• Home Loan Program (CalPERS)• Employee Assistance Program• Evening and Night Shift Differential Pay• Reimbursement of License Renewal Fees (Actual Cost)• California Public Employees' State Safety Retirement System (Exempt from paying into Federal Social Security System)• Up to 32 hours of paid time off during a two-year period to attend continuing education classes/units to maintain license• Educational funding may be available through the following programs (Contact a Health Care recruiter for additional information):<ul style="list-style-type: none">❖ Federal Loan Repayment Program, administered by the National Health Services Corporation, offered at selected institutions❖ Health Professions Education Foundation Scholarship and Loan Repayment Program offered at selected institutions
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MINIMUM QUALIFICATIONS	<p>License: Possession of a current license as a registered nurse in California. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.) and</p> <p>Either I</p> <p>One year of experience in California state service performing the duties of a Surgical Nurse I, Correctional Facility.</p> <p>Or II</p> <p>Two years of experience performing the duties of an operating room nurse in a licensed surgical facility.</p> <p>(Candidates who are within six months of completing the experience requirement will be admitted to the examination, but they must complete all requirements before they will be considered eligible for appointment.)</p> <p>Special Personal Characteristics: Empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; tact; alertness; and keenness of observation.</p> <p>Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates and/or wards.</p> <p>Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.</p> <p>Applicants must show their registered nurse License number, title, and expiration date on their examination application (Std. Form 678).</p>
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EXAMINATION PLAN	<p>This examination will consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</p>
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ELIGIBLE LIST INFORMATION	<p>The resulting eligible lists will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the lists in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the lists warrant a change in this period.</p>
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POSITION DESCRIPTION AND LOCATION(S)	<p>A Surgical Nurse II, CF, under general direction in a State correctional facility, assists with operations; cares for surgical instruments and equipment and gives nursing care to pre-, intra- and postoperative patients of a State correctional facility; maintains order and supervises the conduct of inmates and/or wards and maintains the safety of persons and property; prevents escapes of and injury by persons committed to the California Department of Corrections and Rehabilitation to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches inmates and/or wards for contraband, such as weapons or illegal drugs; and performs other related work. A Surgical Nurse II, CF, is the technical lead responsible to plan, assign, direct, and assist the nursing personnel assigned to operation rooms of a State correctional facility.</p> <p>Positions exist at adult institutions with the Department of Corrections and Rehabilitation throughout the State.</p>
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SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.</p>
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VETERAN'S POINTS/ CAREER CREDITS	Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.
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GENERAL INFORMATION

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and online at www.spb.ca.gov.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Non-promotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS